

## Wyoming Prevention Framework Community Grant Report

### Attachment B

This report is for this time period

February 7, 2007 -April 30, 2007

Today's Date  
County  
Contract Organization Name

Your Name

Your Mailing Address  
City, State, Zip  
Your Work Phone Number  
Fax  
Your Work Email Address

15-Oct-07

Laramie

Laramie County Community Partnership, Inc

Alfrieda Gonzales

770 Vandehei

Cheyenne, WY 82009

307 632-8102

307 637-6726

amqresults@yahoo.com

Please email this report as an **attachment** to...  
Substance Abuse & Mental Health Services Division,  
Wyo Dept. of Health  
[lisa.laake@health.wyo.gov](mailto:lisa.laake@health.wyo.gov)

For information call 1-800-535-4006  
or 307-777-6494

**Please keep both a hard-copy and file copy for your records**

Item	Contract Deliverables	Date due	Percent Completed (or notes on amount completed)	Date Completed	Comments or Notes
<b>A Staff, Board of Directors, Volunteers, Work Assignments, and Technical Assistance</b>					
1	SPF Staff Hired (report name, percent of time, email address, phone number)	1-Feb-07			.50FTE Executive Director, .25 ATOD chair in kind and .24 Clerical in kind, currently recruiting for Program Coordinator, Program Coordinator will start 11/07
2	Supervise SPF staff/staff evaluation (note dates and any notes)				Bi-weekly meetings/calls with President of Board (BOD) and all fiscal matters reviewed for payment by 2 members of the BOD. (Meetings/calls held since receipt of contract) Monthly BOD meeting with an Exec Dir report out on the SPF
3	Name, title, and phone number of the staff's supervisor				Phyllis Sherard, President of Board of Directors, Executive Director of Needs Inc. 307 632-4132
4	Criminal history record compliance (briefly note yes or no if any action was taken this quarter--do not report names)				Not applicable at this time in the process
5	Staff training and paid travel (list all training paid under the contract, dates, traveler name, amount)				SPF Kickoff training on March 5, 2007 attended by Rod Hottle (\$170.14) Phyllis Sherard (\$263.23) and Alfrieda Gonzales ((\$104.70) Wy Prevention Training (Sept) attended by Alfrieda Gonzales, Stacey McKenna, Corinna Seeley, Amanda Kizer, Strategic Planning (June) \$497.75
6	Notify the Division of any board of directors/staffing changes				Fiscal responsibilities for the grant have been reassigned to Executive Director due to resignation of Fiscal Manager effective March 3, 2007
7	Other Contract Work Agreements (report details)				
8	Complete agreement with SPF-TAC				Not applicable as of this date
9	Other				

### B Needs Assessment Activities

1	Needs Assessment Training/Winter 07 Meeting	Feb or March 2007	100%		Completed
2	Needs Assessment Instrument Received	Feb or March 2007	100%		Completed
3	Data Collection				Completed
4	Data Analysis				Completed
5	Priorities Identified				Completed
6	Needs Assessment Sent to SAD	1-Jun-07			Completed
7	Receive SAD Comments @ Needs Assessment	15-Jun-07			None received
	Revise Needs Assess/Submit Final				
8	Other				

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
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### C Community Infrastructure Activities

1	Community Advisory Council Activities briefly list CAC activities				ATOD met monthly to discuss/reviewed needs assessment and the strategic plan and presentation materials
2	Community Advisory Council Meetings List dates & number of people who attended <i>See below for membership report</i>				ATOD met first Tuesday of each month
3	Budget and Funding Approved by CAC ( <b>attach minutes</b> )				See Attachment B
4	Community Resource Assessment note date and attach report				Currently, LCCP, Inc is the recipient of 21 CCLC dollars for 4 programs for at risk youth focusing on academic enrichment, tutoring, mentoring and preventions activities. A further assessment of resources will be completed in a future meeting.
5	Present Findings/Process to Community				Findings included in Needs Assessment
6	(Optional) local SAPST and/or CADCA Training for SAC/Community				None to date
7	Briefly describe how the community was involved in the SPF process during this reporting period				Reviewing the requirements/timelines of the grant, development/releasing of news article announcing the receipt of the grant, reviewing/gathering the needs assessment information/strategic plan.
8	Other CAC/Infrastructure				

**D Strategic Planning Activity**

	Attend Strategic Planning Training	Jul-07			Completed
	Receive Strategic Planning Materials from SAD				Completed
	Research Evidence Based Strategies				Conducted in July and August
	Match Strategies to Data/Needs				Conducted in July and August
	Write Strategic Plan				August/September
	Submit Strategic Plan to SAD				Submitted September 15, 2007
	Receive SAD Comments/Revise/Final Plan	31-Aug-07			
	Other				

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<b>E</b>	<b>Implementation (only with SAD approval)</b>				

**F Deliverables and Assurances Reports**

	For February 1 - April 30				
1	May 15: Submit this report to SAD	15-May-07	100%		Submitted May 15, 2007
2	May 15: Submit Expenditure Report to SAD	15-May-07	100%		Submitted May 15, 2007
	For February 1 - June 30				
3	July 31: Submit CLI to SAMHSA	31-Jul-07			Delayed due to technical difficulties
	For May 1 - June 30				
4	July 31: Submit Expenditure Report to SAD	31-Jul-07			Submitted July 25, 2007
	For May 1 - September 30				
5	October 15: Submit this report o SAD	15-Oct-07			Submitted October 15, 2007
	For July 1 - September 30				
6	October 15: Submit Expenditure Report to SAD	15-Oct-07			Submitted October 15, 2007
7	Complete evaluation agreement with WySAC	30-Mar-07			Contract executed March 20, 2007, all approvals completed March 28, 2007.
8	Provide any other evaluation information				
9	Submit any requested data				Submitted all required data due April 30, 2007
10	Obtain Chapter 16 Prevention Certification				
11	On-Site evaluations or reviews				On site visit with WYSAC on May 2, 2007
12	Post 2 newspaper ads/articles about the SPF grant (attach copy)				Second article appeared in newspaper October 1, 2007, and editorial on October 10th

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
<b>G</b>	<b>Other Information</b>				
1	Briefly describe any actions taken by the LEAD AGENCY (fiscal agency) board of directors or high level staff around the SPF SIG grant				Reviewed the Needs assessment and strategic plan
2	Restricted activities (report any approval requested and received for these)				Not Applicable at this time

	fairs/brochures/educational materials				
	media				
3	Please note any <b>significant</b> changes from the budget submitted in the application.				None to date
4	What was the one greatest accomplishment this reporting period? How was this accomplishment shared with the community?				Completion of a comprehensive strategic plan
5	What was the one greatest barrier this reporting period? What was done to address this barrier?				The timing of the strategic plan development and meeting the short timelines provided for the development of the strategic plan
6	Please briefly list any significant changes or information related to this grant				None to date
7	Please provide input and recommendations about technical assistance provided by SAD and SAD contractors				The ATOD is currently identifying its TA needs.

[illegible]